

**ORGANIZATION MEETING
EAST HANOVER TOWNSHIP BOARD OF SUPERVISORS
8848 Jonestown Road, Grantville, PA 17028
January 3, 2012**

The Reorganization Meeting of the East Hanover Township Board of Supervisors was called to order with the pledge to the Flag by Temporary Chairman Keith Espenshade at 7:12 P.M. Present were Supervisors John Nelligan, George Rish, Joseph Kenny, and Michael Yingling.

Ronald Reeder, Manager; Charles Longreen, Director of Public Works, Curtis Cassel, Wastewater Treatment Plant Operator, Scott Wyland, Solicitor, Norman Ulrich, Engineer; and Deborah Casey Secretary/Treasurer were also present.

This meeting was audio taped. The tapes are strictly for the use of the Secretary-Treasurer for clarification during preparation of the minutes.

SWEARING IN OF JOSEPH KENNY, MICHAEL YINGLING, AND ROSEMARIE DEVERS.

District Justice Lowell Witmer was present to do the swearing in.

District Justice Witmer issued the Oath of Office to Rosemarie Devers, Joseph Kenny and Michael Yingling.

APPOINTMENTS AND COMPENSATION

CHAIRMAN

Acting Temporary Chairman Espenshade asked for nominations for the position of Chairman.

- **Mr. Nelligan nominated Keith Espenshade as Chairman. There were no other nominations. The nomination for Chairman was approved 5 in favor, 0 opposed.**

VICE CHAIRMAN

- **Mr. Nelligan nominated George Rish as Vice Chairman. There were no other nominations. The nomination for Vice Chairman was approved 5 in favor, 0 opposed.**

SECRETARY/TREASURER

- **Mr. Rish made a motion to appoint Deborah Casey as Secretary/Treasurer. The motion was approved 5 in favor, 0 opposed.**

ESTABLISHMENT OF TREASURERS BOND - \$3,000,000.00

- **Mr. Nelligan made a motion to establish the treasurers bond at \$3,000,000.00. Mr. Yingling seconded the motion. The motion was approved 5 in favor, 0 opposed.**

ESTABLISHMENT OF TOWNSHIP MANAGER'S BOND - \$500,000.00

- **Mr. Rish made a motion to establish the Township Manager's bond at \$500,000.00. Mr. Yingling seconded the motion. The motion was approved 5 in favor, 0 opposed.**

ESTABLISHMENT OF ADMINISTRATIVE ASSISTANT BOND - \$100,000.00

- **Mr. Yingling made a motion to establish the Administrative Assistant's bond at \$100,000.00. Mr. Nelligan seconded the motion. The motion was approved 5 in favor, 0 opposed.**

SOLICITOR – SALZMANN, HUGHES PC – PER FEE SCHEDULE

- **Mr. Rish made a motion to appoint Salzmänn, Hughes PC as the solicitor per the fee schedule. Mr. Nelligan seconded the motion. The motion was approved 5 in favor, 0 opposed.**

SOLICITOR TO ZONING HEARING BOARD – PER FEE SCHEDULE

- **Mr. Nelligan made a motion to appoint Caldwell & Kearns per the fee schedule as the solicitor to the Zoning Hearing Board. Mr. Rish seconded the motion. The motion was approved 5 in favor, 0 opposed.**

ENGINEER – LTL CONSULTANTS - PER FEE SCHEDULE

- **Mr. Nelligan made a motion to appoint LTL Consultants as the engineer per the fee schedule. Mr. Rish seconded the motion.** Mr. Yingling noted LTL is the only firm that has raised its rates at 1.5%. He did not feel the fees should be raised in this economy. Chairman Espenshade noted its rates have not increased over the past 2 years. Mr. Kenny felt it was subject to their contract. Chairman Espenshade noted there is no contract. Discussion continued. Mr. Yingling suggested the motion be amended to appoint LTL at its current rate until discussion can be held to see if the increase can be kept at 0. It was noted there was a motion and a second. It was noted if the motion is voted down, then a new motion can be made. Chairman Espenshade noted the motion was to appoint LTL at its new fee schedule. Those who vote yes are for it, if you vote no, you are voting the motion down. **The motion was approved 3 in favor, Chairman Espenshade, Mr. Kenny and Mr. Nelligan; 2 opposed, Mr. Rish and Mr. Yingling.** Chairman Espenshade noted the engineer has been appointed at the new fee schedule

CODES AND ZONING – LIGHT-HEIGEL - PER FEE SCHEDULE

Chairman Espenshade noted the rate will continue at \$47.50 per hour for the Zoning Officer and Building Code official.

- **Mr. Rish made a motion to appoint Light-Heigel & Associates as Codes and Zoning Officer for 2012 at the rate of \$47.50 per hour. Mr. Kenny seconded the motion. The motion was approved 5 in favor, 0 opposed.**

UCC BUILDING INSPECTOR – LIGHT-HEIGEL - PER FEE SCHEDULE

Chairman Espenshade asked if there was a 1% increase. Mr. Smith felt it was not a 1% increase but there was a multiplier added to the larger projects. Chairman Espenshade noted it has been the same for the past 4 or 5 years.

- Mr. Kenny noted he saw a residential fee schedule but did not see a commercial fee schedule. Mr. Smith felt the commercial fee was based on the use and the multiplier. It was noted the commercial was not included in the packet. Chairman Espenshade commented the Board could vote on the residential fees and then the commercial at the next meeting. Action was tabled until later in the meeting.

SEWAGE ENFORCEMENT OFFICER – LIGHT-HEIGEL - PER FEE SCHEDULE

It was noted there was a 5% increase since there has not been an increase over the past 5 years.

- **Mr. Kenny made a motion to appoint Light-Heigel as the SEO per fee schedule. Mr. Rish seconded the motion. The motion was approved 5 in favor, 0 opposed.**

INDEPENDENT AUDITOR – BROWN, SCHULTZ, SHERIDAN & FRITZ

This is for the 2011 annual audit at a cost of not to exceed \$9,000.00. This is an increase over last year.

- Mr. Yingling asked if there was an hourly rate, and are the bills broken down. It was noted this is a lump sum proposal. Mr. Kenny asked what kind of audit it is. Mr. Reeder noted it is the audit that is required by DCED; a complete audit of all the funds.
- **Mr. Yingling made a motion to table until we see a breakdown of what the hourly fee schedule is.** Discussion continued. It was noted the work is already in progress. Mr. Yingling would like to see the hours broken down to see what is being paid for with the bills and the proposal broken down into hourly rates. Every proposal he has seen has it broken down.
- Chairman Espenshade asked how long it had been put out for a RFP. Mrs. Casey felt it was about 3 years ago. BSSF was the lowest proposal. The Township has been using the firm since she has been with the Township.
- Dave Marshall commented when he came on as Supervisor in 2006, they were at \$8,000.00 and there was a budget of just over \$3 million dollars. Last year's budget was around \$8 million with the gaming grants. If he remembered correctly, in the past 6 years, it has been put out twice and BSSF came in the lowest. Every proposal received was a lump sum proposal and there was no hourly breakdown.
- **Mr. Yingling amended his motion to accept the proposal and appoint BSSF, but when the bills are submitted, there is a breakdown of the hourly rates. Mr. Rish seconded the motion. The motion was approved 5 in favor, 0 opposed.**
- Mr. Reeder noted BSSF will be contacted as to the billing.

UCC BUILDING INSPECTOR – CONTINUED

Mr. Smith provided the Board with the commercial fee schedule from Light-Heigel's website. He spoke with Marty Sowers the BCO and he indicated there is no increase from 2011. Discussion was held on the commercial fee schedule.

- **Mr. Kenny made a motion to appoint Light Heigel as the UCC building inspector per the fee schedule provided for residential and commercial. Mr. Nelligan seconded the motion. The motion was approved 5 in favor, 0 opposed.**

VACANCY BOARD CHAIRMAN

- **Mr. Rish nominated Duane Geesaman to be the Vacancy Board Chairman. There were no other nominations. The nomination was approved 4 in favor, Mr. Rish, Mr. Nelligan, Mr. Kenny and Mr. Yingling; 1 opposed, Chairman Espenshade.**

VOTING DELEGATE AND ALTERNATE TO THE PSATS CONVENTION MAY

It was noted Mrs. Casey was the Voting Delegate in 2011.

- **Mr. Yingling made a motion to appoint Mrs. Casey as the voting delegate and Mr. Reeder as the alternate for the PSATS convention. Mr. Nelligan seconded the motion. The motion was approved 5 in favor, 0 opposed.**

BOARDS, COMMISSIONS, AND COUNCILS

RESOLUTION 2012-01 – SPECIAL FIRE POLICE

This resolution appoints the Special Fire Police for East Hanover Township and establishes its duties.

- **Mr. Nelligan made a motion to adopt Resolution 2012-01 providing for the Special Fire Police and establishing its duties. Mr. Yingling seconded the motion. The motion was approved 5 in favor, 0 opposed.**
- Mr. Kenny asked if their duties are limited and do they have training. Mr. Nelligan noted they must be trained and are limited to traffic control and coverage of fire accidents. Anything else they can come before the Board and request permission. If there is a major emergency, then Emergency Management can take charge of them for its use.

PLANNING COMMISSION – CURT CASSEL REAPPOINTMENT – 12/31/2015

Mr. Cassel's term has expired and he would like to be reappointed to the Planning Commission.

- **Mr. Rish made a motion to reappoint Curt Cassel to the Planning Commission with a term expiring 12/31/2015. Mr. Yingling seconded the motion. The motion was approved 5 in favor, 0 opposed.**
- Chairman Espenshade noted there is one vacant position.

ZONING HEARING BOARD

Shirley Allison's term has expired. Her appointment would be until 01/01/2015.

- **Mr. Yingling made a motion to appoint Shirley Allison to the Zoning Hearing Board with her term ending 01/01/2015. Mr. Nelligan seconded the motion. The motion was approved 5 in favor, 0 opposed.**

RESOLUTION 2012-02

This resolution appoints the members of the Zoning Hearing Board.

- **Mr. Yingling made a motion to adopt Resolution 2012-02 as written. Mr. Kenny seconded the motion. The motion was approved 5 in favor, 0 opposed.**

PARK AND RECREATION BOARD – STEVE ESPENSHADE, KAREN HENRY

Steve Espenshade's term has expired and he has agreed to another term of 5 years until 01/01/2017.

- **Mr. Nelligan made a motion to reappoint Steve Espenshade to the Park and Rec Board for a term to expire 01/01/2017. Mr. Yingling seconded the motion. The motion was approved 5 in favor, 0 opposed.**
- **Mr. Yingling made a motion to appoint Karen Henry for a term that ends 01/01/2017. Mr. Nelligan seconded the motion. The motion was approved 5 in favor, 0 opposed.**

CAPITAL REGION COUNCIL OF GOVERNMENTS – DELEGATE AND ALTERNATE

Currently Mrs. Casey is the delegate and Mr. Longreen the alternate. Mr. Reeder noted that he is willing to be the delegate and Mr. Longreen the alternate.

- **Mr. Yingling made a motion to appoint Ron Reeder as the delegate and Charlie Longreen as the alternate to the Capital Region Council of Governments. Mr. Rish seconded the motion. The motion was approved 5 in favor, 0 opposed.**

RESOLUTION 2012-03 – VOTING DELEGATE TO THE DAUPHIN COUNTY TAX COLLECTION COMMITTEE

Mrs. Casey is currently the voting delegate and has offered to continue. Mr. Reeder has agreed to be the alternate.

- **Mr. Yingling made a motion to adopt Resolution 2012-03 appointing Mrs. Casey as the voting delegate and Mr. Reeder as the alternate. Mr. Nelligan seconded the motion. The motion was approved 5 in favor, 0 opposed.**

ADOPTION OF THE MEETING SCHEDULE FOR 2012

All meeting will begin at 7:00 PM in the Municipal Building.

- **Mr. Yingling made a motion to adopt the meeting schedule as noted on the agenda with all meetings starting at 7:00 PM. Mr. Kenny seconded the motion. The motion was approved 5 in favor, 0 opposed.**

EMPLOYEE COMPENSATION

The Board was provided with a listing of the employees and their proposed 2012 salaries.

- **Mr. Yingling made a motion based on the pay adjustment sheet for 2012 to accept it as submitted. Mr. Rish seconded the motion. The motion was approved 5 in favor, 0 opposed.**

ADOPTION OF THE FEE SCHEDULE – RESOLUTION 2012-04

Chairman Espenshade noted the resolution sets the fees for various permits and charges for the Township. There is no change in the fee schedule

- **Mr. Yingling made a motion to adopt Resolution 2012-04 as submitted. Mr. Nelligan seconded the motion. The motion was approved 5 in favor, 0 opposed.**

DEPOSITORY OF TOWNSHIP FUNDS

Funds are deposited with the Fulton Bank, PLGIT, Jonestown Bank, and the Pennsylvania Municipal Retirement System.

- **Mr. Nelligan made a motion to adopt the depository of the Township funds with the Fulton Bank, PLGIT, Jonestown Bank, and the Pennsylvania Municipal Retirement System. Mr. Rish seconded the motion. The motion was approved 5 in favor, 0 opposed.**

MILEAGE COMPENSATION – IRS ESTABLISHED RAGE

- **Mr. Rish made a motion to adopt the IRS established rate as the mileage compensation. Mr. Yingling seconded the motion. The motion was approved 5 in favor, 0 opposed.**

HOLIDAYS FOR TOWNSHIP EMPLOYESS

Martin Luther King Day	Presidents Day	Primary Election
Memorial Day	4 th of July	Labor Day
Columbus Day	Election Day	Thanksgiving Day
Christmas Day	New Years Day	

- **Mr. Yingling made a motion to accept the Holidays for Township employees as written in the agenda. Mr. Nelligan seconded the motion. The motion was approved 5 in favor, 0 opposed.**

The reorganization meeting ended at 8:13 PM

Respectfully submitted:

Deborah A. Casey
Secretary/Treasurer

cc: Keith Espenshade
George Rish
John Nelligan
Joe Kenny
Mike Yingling

Ronald Reeder
Charles Longreen
Planning Commission
Zoning Hearing Board
Salzmann Hughes

Light-Heigel
LTL Consultanta
Curt Cassel